

CITY OF TEMPE

Temporary Employment Opportunity



Community Services Department , Recreation Services Office , 3500 S. Rural Road , (480) 858-2469 , TDD (480) 350-8400

LEAP After-School Program Aide (Special Needs) – Adapted Recreation (City of Tempe/ Community Services – Recreation)

Opening Date: June 25, 2015

Closing Date: Open until the needs of the City are met.

Hourly Wage: \$11.00 per hour

Work Schedule: Various shifts available throughout the week. Shifts vary from 3 to 5 hours long.
Mondays & Tuesdays: 2:30 p.m./3:00 p.m. until 6:00 p.m.; Wednesdays: 12:15 p.m./1:00 p.m./2:00 p.m. until 6:00 p.m.; Thursdays: 2:30 p.m./3:00 p.m. until 6:00 p.m.; Fridays: 1:00 p.m./2:00 p.m./2:30 p.m. until 6:00 p.m.

This is a Temporary Non-Benefitted position.

LEAP is a City of Tempe after-school program for middle and high school students with developmental disabilities who attend school in the Tempe Elementary School District and Tempe Union High School District. The focus of the program is life skill development and enrichment through various recreational programs and activities, including: arts & crafts, physical activities such as yoga, sports and dance, and many other activities. LEAP promotes socialization and skill development, critical to students as they advance through school.

Experience & Training:

- Some experience in planning activities for children and young adults with developmental disabilities is preferred.
- Some college level course work or a minimum of 2 years' experience in special education and/or related field is preferred.

Licenses/Certifications:

- Valid CPR/AED and First Aid certifications or ability to be certified.
- Article 9 certification or ability to attend four hour training to obtain certification.
- Fingerprint Clearance Card from State of Arizona or ability to obtain.
- Possession of, or ability to obtain, an appropriate and valid Arizona driver's license.

Essential Job Functions:

- Safely create and conduct activities to enhance social and physical skills for youth and young adults with developmental disabilities.
- Engage and interact with participants in a positive and professional manner.
- Enforce effective participant rules and discipline procedures.
- Address and redirect behavior issues, as needed; enforce effective participant rules and discipline procedures.

- Address and tend to personal care needs of students where toileting, diapering and lifting may be required.
- Work as a team with other staff to ensure a positive and successful experience for participants.
- Interact and communicate with other staff, parents and other individuals in a positive and professional manner.
- Supervise the use, care and maintenance of all supplies and equipment.
- Maintain facility: report problems, clean up and ensure overall safety.
- Supervise the use, care and maintenance of all supplies and equipment.
- Inform LEAP Supervisor of any problems and help resolve them.
- Any other duties as assigned.

Applicant Requirement:

Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization.

**SUBMIT APPLICATION TO: City of
Tempe Adapted Recreation
Recreation Services Office
3500 S. Rural Road
Tempe, Arizona 85282**

**For questions, please contact:
Josh Bell / Adapted Recreation Coordinator
480.858.2469 / josh_bell@tempe.gov**

An equal opportunity/reasonable accommodation employer



Application For Part-Time Employment

An Equal Opportunity Reasonable Accommodation Employer

PRINT CLEARLY AND NEATLY IN INK OR USE TYPEWRITER.
ANSWER ALL QUESTIONS COMPLETELY. SIGN THE APPLICATION

TITLE OF
POSITION: _____
(Specify type of class)

1. Name: _____ 2. Social Security #: _____
Last First Middle In.

3. Address: _____
Street - Apt. # City State Zip Code

4. Phone - Home: _____ Cell: _____ e-mail: _____

5. Driver's License #: _____ State: _____ Class: _____ Expiration Date: _____
Is this license currently valid: Yes ____ No ____

6. Are you at least 16 years old? Yes ____ No ____ Upon hiring, you may be required to show proof.

7. Are you a United States citizen or a legally registered alien? Yes ____ No ____

8. Are you related to any member of the City Council or any City Board or Commission member or any City employee?
Yes ____ No ____ If yes, indicate WORK, RELATIONSHIP AND POSITION: _____

9. Have you ever worked for the City of Tempe? Yes ____ No ____ If yes, WHEN: _____ Month/Year

10. Dates available: From _____ To _____. Specify times you are available to work:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
List specific hours you are available to work, i.e. 8am-noon							

11. EDUCATION: Circle highest grade completed
GRADE SCHOOL 1 2 3 4 5 6 7 8 HIGH SCHOOL 9 10 11 12 COLLEGE 1 2 3 4 5 6

12. HIGH SCHOOL AND INSTITUTIONS OF HIGHER LEARNING

Name Dates Attended Major Degree or Diploma Obtained

13. CERTIFICATION OR REGISTRATION: (CPR, First Aid, Adv. Lifesaving, Lifeguard Training, W.S.I., etc.)

Current type of certifications: _____ Expiration Date: _____

Attach copies of current
certifications to application

EMPLOYMENT HISTORY:

Indicate your experience in each position beginning with your present or most recent position, including any military and volunteer experience. Show your entire work history. The amount of experience and the way you describe it, as it pertains to the position you are seeking, will determine whether or not you are given further consideration for the position. You may attach a resume to your application; however, your qualifications will be evaluated solely on this completed application form and supplemental questionnaire(s).

14. Place of Employment or Volunteer Experience: _____ Phone: _____
 FAX: _____ Address: _____

Street City State Zip Code
 Kind of Business: _____ Your Title:
 Supervisor Name/Title:
 Employment Dates: From _____ To _____ Total Time There
Month/Year Month/Year Year(s) Month
 Hours Per Week _____ Starting Wage \$ _____ per _____ Ending Wage \$ _____ per
 Description of Work Performed: _____

 Reason for leaving or wanting to change: _____
 May we contact this employer if you are considered for the position: Yes ___ No

15. Place of Employment or Volunteer Experience: _____ Phone: _____
 FAX: _____
 Address: _____
Street City State Zip Code
 Kind of Business: _____ Your Title:
 Supervisor Name/Title:
 Employment Dates: From _____ To _____ Total Time There
Month/Year Month/Year Year(s) Month
 Hours Per Week _____ Starting Wage \$ _____ per _____ Ending Wage \$ _____ per
 Description of Work Performed: _____

 Reason for leaving or wanting to change: _____
 May we contact this employer if you are considered for the position: Yes ___ No

16. Place of Employment or Volunteer Experience: _____ Phone: _____
 FAX: _____
 Address: _____
Street City State Zip Code
 Kind of Business: _____ Your Title:
 Supervisor Name/Title:
 Employment Dates: From _____ To _____ Total Time There
Month/Year Month/Year Year(s) Month
 Hours Per Week _____ Starting Wage \$ _____ per _____ Ending Wage \$ _____ per
 Description of Work Performed: _____

 Reason for leaving or wanting to change: _____
 May we contact this employer if you are considered for the position: Yes ___ No

23. Please list other names you have gone by, so we can verify your previous work experience and/or education:

24. Have you ever been convicted of a misdemeanor or felony (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence (include military trial convictions)? Note: Reckless operation, hit-and-run, driving under the influence, excessive speeding, and similar charges are not considered minor traffic offenses; furthermore, an excessive number of traffic

violations (including minor/civil offenses) should be reported.

Yes ☐ No ☐ If Yes, give details, including charges, dates, locations, etc. (attach a separate page if necessary): _____

It is to your advantage to provide a full disclosure of your record, as convictions do not automatically bar you from employment with the City. However, failure to admit convictions will result in automatic disqualification from new or continued employment (tempered by the specific considerations listed in the "Truth in Application Policy" below).

TRUTH IN APPLICATION POLICY

The City of Tempe places a prime value on integrity. This value applies to all phases of City business. In particular, the City values, and in fact requires, honesty in completing employment applications. This is important to creating a fair process oriented towards selecting the best candidate. Therefore, the City will not tolerate lies or omissions of material fact on employment applications.

The City of Tempe has a "zero tolerance" of untruthfulness in application materials. The City conducts a background check upon hire to verify the information contained in the application. However, at the same time that the City values integrity and truth in applications, it recognizes that people may make mistakes and may learn from them. Therefore, the City's "zero tolerance", as stated in this policy, is tempered by the following considerations:

1. Convictions will not automatically bar an applicant from employment for City jobs. The relationship of the conviction to the job, as well as its severity, the passage of time, and subsequent job performance will all be considered.
2. Applicants are not required to report convictions that have been expunged or sealed by a court of law.
3. If misstatements or omissions of material fact are discovered after seven (7) years of the date of an application, they may be grounds for dismissal from City employment, but such dismissal will be considered on a case-by-case basis, weighing the severity of the misstatement/omission against subsequent job performance and its relationship to the job.

I agree and understand that any deliberate misstatement or omission of material fact on application documents will cause forfeiture on my part of all eligibility to any employment with the City of Tempe, and will cause forfeiture of my job if I am currently employed or become employed by the City of Tempe.

My signature on this application form acknowledges my understanding and agreement with the above policy.

25. I certify that all statements made on all application materials are true and complete. In addition, I authorize any individual, company, organization or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

SIGNATURE _____

DATE _____

Name: _____ Social Security No.: _____

I hereby authorize the City of Tempe to check my references with the following employer (complete one box for each employer listed on application and supplement. Make additional copies if needed):

Date(s) Employed:

Company Name:

Address/City/Zip:

Supervisor's Name/Title:

Phone #: (____) _____

Signature _____

Date _____

Name: _____ Social Security No.: _____

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Date(s) Employed:

Company Name:

Address/City/Zip:

Supervisor's Name/Title:

Phone #: (____) _____

Signature _____

Date _____

Name: _____ Social Security No.: _____

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Phone #: (____) _____

Signature _____

Date _____